

**Quarterly Stakeholders Meeting  
City of Hampton, New Hampshire  
December 4, 2003**

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In attendance:

Doug Mellin	Operations Manager
John Hangen	Public Works Director
Keith Lessard	School Department
Cheryl Rotondo	Hampton Academy Jr. High
Ryan Lynch	Aquarion Water Company
Wes Silva	Public Works Intern
Randee McDonald	EER
Kristie Rabasca	EER

Not in attendance:

James Barrington	Town Manager
Dave Spainhower	Sewer & Drainage
Bob Walker	Sewer Inspector
Kevin Schultz	Building Inspector
Dick Violet	Engineer
Jennifer Kimball	Town Planner (on leave until 1/04)
Greg Smart	Conservation Commission
John Fincher	Hampton PD
Scott McDonald	Hampton FD
Brian Goetz	Aquarion Water Company
Jan Petreau	Cooperative Education Hampton H.S.

1. *Introductions*
2. *Review of Year 1 Goal Status (May 2003 – May 2004)*

Each goal was summarized and a status update was given to the group as presented below. Additional discussion/contribution by individuals is also provided below.

**Public Education**

**1B. Media Message**

- Ryan Lynch (Aquarion) - Aquarion is currently applying for a drinking water source protection grant. The grant would be used for security protection, to fund Part 2 of a feasibility study to investigate storm water infiltration in the well head recharge area, and to provide source protection mailings. Currently, 60% of the town is located within the wellhead protection area. A storm water brochure

would not be able to be included in water utility bills, as the bills are created and distributed from Connecticut.

**Action Item:** EER to create map with Aquifer Protection Zone overlaying Urbanized Area. **Status:** Completed and attached.

**Action Item:** Doug Mellin to interface with Karen of Channel 22 to develop a message/information for Power Point-type broadcast for Year 2. Ryan Lynch (Aquarion) offered his help in creating the broadcast.

#### 1C. Classroom Education

- Cheryl Rotondo (Hampton Academy Jr. High) - interested in having 7<sup>th</sup> and 8<sup>th</sup> graders generate a presentation to elementary school students on storm water. A brochure and accompanying website would also be part of the project. Currently Montville/Future Water Guardians of NH comes in and discusses water cycle with students. Julia Peterson helped with stenciling program last year, which she would also like to do again but funding is an issue. Cheryl is also interested in participating in an "Adopt a Stream" program.
- John Hangen (Hampton DPW) – Public Works could assist with the stenciling, we would just need to know what is needed.
- Randee McDonald (EER) – We may want to generate interest in the students by holding a contest for a theme, logo or motto that would tie the student brochure, door hanger, website, and advertisement for Household Hazardous Waste day together.

**Action Item:** EER to send Cheryl information on Maine's "Stream Team" program and Hampton Harbor TMDL study. **Status:** Completed

**Action Item:** Cheryl to provide Doug with list of needed items to complete a storm drain stenciling projects, e.g., paint, map of storm drains, etc.

#### 1D. Integrated Pest Management Program in schools

- Keith Lessard (School Department) – currently working on a program where the public would be informed when pesticides are in use at school athletic fields. Though no formal tracking of pesticide application is being done, Keith will create summary at end of year for annual report.

#### 1E. Enforcement of Aquifer Protection Ordinance

- This item was tabled, as Jennifer Kimball (Town Planner) and Kevin Schultz (Building Inspector) need to be consulted on how the ordinance is currently being enforced. It was agreed, however, that there may be a need to change the language of the storm water plan so it will reflect that the Planning Board reviews new construction projects to make sure they conform to the Aquifer Protection Ordinance (rather than a statement that they enforce the ordinance).
- Keith Lessard (School Department) – pesticide use in new developments in town is prevalent.

- Ryan Lynch (Aquarion) - Aquarion would like to see any new ordinance language include a requirement to follow NHDES Best Management Practices (BMPs).

**Action Item:** EER to send Ryan a copy of the ordinance. **Status:** Completed

#### 1F. Pet Waste Management

- Kristie Rabasca (EER) - The town may want to delete this item, as a TMDL report (*Tracking Bacterial Pollution Sources in Hampton Harbor, April 2003*) showed that only 4% of the storm water contamination was a result of pet waste (the majority was human waste).
- Doug Mellin (Hampton DPW) –Doug also brought up the issue that plastic bag dispensers, provided for the public to pick up pet waste, may cause a littering problem through vandalism.

**Action Item:** The town may want to purchase just one dispenser as a test. To discuss at the next meeting.

### **Public Participation**

#### 2A. Public Notice

- John Hangen (Hampton DPW) – The Sewer Ordinance has recently been updated and is currently on the Town Manager's desk awaiting approval.

**Action Item:** John to provide an update on any changes to the Sewer Ordinance language. John will also provide information on public notices used during the revision process.

#### 2B. Initial Stakeholder meeting

- Completed

#### 2C. Quarterly Stakeholder Meetings

- Additional meeting dates to be discussed at end of meeting

#### 2D. Seacoast Beach Clean up Day

- Annual Spring beach clean up is coordinated by Patti MacKenny (volunteer) with Hampton 6<sup>th</sup> graders participating. Clean up is concentrated in the northern area of Hampton Beach.
- John Nelson (NH Fish & Game Department) and lobstermen also perform a beach clean up in the entire Hampton area.
- DPW picks up garbage from both events, which occur around Memorial Day. Need to track for annual reporting (include number of volunteers, amount of trash collected, etc.)

## **Illicit Discharge Detection and Elimination**

### 3A. Mapping

- John Hangen (Hampton DPW) - Storm sewers are now 100% mapped. The town is starting to map the sanitary sewer system. The IT person for the town is Paul Pauquette, who currently uses ArcView 8.2.
- Doug Mellin (Hampton DPW) – The DPW received a grant this month to complete illicit discharge surveys and to map the storm sewer system. The grant also provides funds to perform smoke tests and perform inspections to locate illicit sources.
- DPW is also going to define catchment areas to calculate flow and check pipe capacities and do pre-post development evaluation of the storm sewer system.
- Ryan Lynch (Aquarion) - Aquarion would be interested in copies of any IDDE maps that the town creates. The town is willing to share this information. Aquarion would cross-check any sources of illicit discharges with the potential Mill Road storm water infiltration area.

**Action Item:** Ryan Lynch (Aquarion) to contact John Hangen on obtaining GIS maps he is interested in.

### 3B. Sewer Ordinance Revision

- Sewer ordinance revisions discussed previously (2A – Public Notice)

### 3C. IDDE Tracking

- Doug Mellin (Hampton DPW) provided a copy of the DPW's current catch basin cleaning form. The plan requires the form be used by the end of Year 1 (May 2004). EER distributed a draft door hanger (indicating the cleaning of catch basins within an area and any pollutants found) and received comments from group.

**Action Item:** EER will revise the door hanger and send to John Hangen (Hampton DPW) for further review by his crew. **Status:** Revised door hanger attached. EER will integrate any additional comments/ ideas received.

**Action Item:** Doug Mellin/EER will revise catch basin cleaning form.

### 3D. IDDE Training

- Randee McDonald (EER) – There are several opportunities for training courses. The Technology Transfer Center at the University of New Hampshire offers courses taught by the NHDES. Information can be obtained at [www.t2.unh.edu](http://www.t2.unh.edu) and can be reached at 800-423-0060. Also the Rockingham County Conservation District will be offering a course on erosion/sediment control in the Spring of 2004. Contact Mary Currier at (603) 679-2790.

### 3E. Hotline

- John Hangen (Hampton DPW) – Does not see the need to provide a designated “hotline” for reporting storm water information. DPW’s regular number will be publicized on Channel 22, the door hanger, and other relevant materials. This publicity will satisfy the “hotline” requirement.

### 3F. Continue Household Hazardous Waste Collection Days

- Ryan Lynch (Aquarion) – Aquarion currently helps to publicize event each year.
- John Hangen – Hampton is associated with the Southern NH Regional Waste District (District 53B) who helps sponsor the collection.

### 3G. Evaluate storm water program at year end

- Randee McDonald (EER) – The annual report is due to the EPA in May 2004. It will be difficult to evaluate the town’s storm water program this year with little to no previous information to compare it to. As more information is gathered each year, the evaluations will become more relevant and informative.

## **Construction Site Runoff Control**

### 4A. Sediment/Erosion Control Ordinance Memo

- A summary of the existing ordinance should be created, along with a summary of proposed changes that may be needed. This should be done to bring the current ordinance in compliance with permit requirements. Jennifer Kimball (Town Planner) will be the person to do this upon her return from leave.

**Action Item:** EER to talk to Jen about these summaries when she returns from leave.

## **Post Construction Runoff Control**

- No goals for Year 1
- Ryan Lynch (Aquarion) - Interested in Smart Growth programs and low impact development issues as part of ordinance revisions

## **Good Housekeeping/Pollution Prevention**

### 6A. Municipal SWPPP

- Kristie Rabasca (EER) – The SWPPP for the DPW complex has been completed. One of the two required quarterly inspections will take place today (12/4/03). EER will also be training one DPW employee on storm water sampling at a later date, following NHDES sampling BMPs contained in the SWPPP.

### 6B. Identify municipal operations and BMPs

**Action Item** - Doug Mellin (Hampton DPW) to provide EER with list of municipal operations that would require inspections.

- 6C. Street Sweeping
  - Continue and track for annual reporting
- 6D. Catch Basin Cleaning
  - Continue and track for annual reporting
- 6E. Pursue funding for catch basin cleaner
  - John Hangen (Hampton DPW) - Several avenues for funding have been followed, but all of them have been unsuccessful. He will keep trying.
- 6F. Continue current conveyance maintenance program, with revisions as necessary
  - Doug Mellin (Hampton DPW) to track

### *3. Schedule Next Stakeholder Meetings*

- Tentative dates discussed included:
  - § Wednesday, February 25, 2004 and Thursday, April 1, 2004
- Finalized dates (based on subsequent emails) are:
  - § Ordinance Meeting – February 19, 2:00 p.m.  
Kristie Rabasca  
Jennifer Kimball  
Kevin Schultz  
Ryan Lynch  
Doug Mellin
  - § Stakeholder Meeting – March 4, 10:00 a.m.

ATTACHMENTS: Urbanized Area Map with Aquifer Protection Zone Overlay  
Draft Catch Basin Cleaning Door Hanger